

## 1. Project Tracking and Screening

- The City Engineer shall designate a Cultural Resources Lead within the Engineering Division to manage cultural resource and consultation compliance under the supervision of the City Engineer.
- The City Engineer and Cultural Resources Lead will generate and maintain a database of projects with ground-disturbing activity and identify cultural resource and consultation requirements for each.
- The City Engineer and Cultural Resources Lead will meet monthly to review and maintain the database, identifying upcoming needs and generating action items and schedules.
- Upon request from Tribes, the City will share the database monthly for information purposes only. This would not constitute consultation.
- The Cultural Resources Lead will be responsible for contacting the lead agency at local, state, and federal levels to initiate consultation on all Public Works projects.
  - If SEPA, the Cultural Resources Lead will work with the City SEPA Lead to ensure Question 13 is answered correctly and tribal outreach occurs.
  - The Cultural Resources Lead is responsible for tracking consultation-related correspondence/emails and providing such correspondence to the tribes, responsible agency, and DAHP when requested.

## 2. Internal Training & Procedures

- The City shall request training from DAHP in meeting local, state, and federal cultural review requirements.
- The City shall request resources on Executive Order 05-05 training for state funded projects.
- The City shall request resources on Section 106 Consultation for federally funded projects.
- The City shall contact QIN or GOIA for government-to-government training.
- The City shall consider watching the following training video on inadvertent discovery protocol; this training video may assist the City staff with understanding the value of IDP protocol: <https://www.youtube.com/watch?v=ioX-4cXfbDY>.
- The Engineering Division shall develop a Standard Operating Procedure for cultural resources and consultation compliance.
  - The SOP shall be made available to Ecology, DAHP, QIN, and the Chehalis Tribe for review and commenting.
  - The SOP shall be made publicly available.
- The SOP shall include a generalized Inadvertent Discovery Plan. This IDP will be for general use and will not substitute for a project-specific IDP.

### 3. Project Specific Procedures

- The City shall comply with the procedures on file with the lead agency. If this is a SEPA project, the City shall implement its own cultural resource consultation process, ensuring full compliance with government-to-government protocol, and state laws protecting existing archaeological sites and human remains.
- Process for tracking and providing documentation described in (1) shall be maintained
- , the City shall review the IDP during the preconstruction meeting and indicate that compliance with the IDP will be strictly enforced.
  - The City may use tools such as publicly available videos to train, as needed, contractors in how to use the City IDP <https://www.youtube.com/watch?v=ioX-4cXfbDY>
- Prior to and during the earth-disturbing phases of a project, the City's inspectors and project managers shall enforce the IDP and provide reminders to contractors during regular meetings.
- The City shall participate in consultation and comply with the final determination, whether at the local, state, or federal level
- The City will not move forward with ground disturbance until consultation is complete.
- The City will negotiate in good faith if consultation is presenting an obstacle of any sort.